

UNC Distribution Workgroup Minutes
Thursday 27 May 2021
via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RHa)	Joint Office (<i>Observer</i>)
Andy Clasper	(AC)	Cadent
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DMi)	SGN
David Addison	(DA)	Xoserve
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve (<i>0767 Workgroup only</i>)
Fraser Mathieson	(FM)	SPAA/Electralink (<i>0734S Workgroup only</i>)
Gareth Evans	(GE)	Waters Wye Associates (<i>0767 Workgroup only</i>)
Guv Dosanjh	(GD)	Cadent
Kate Lancaster	(KL)	Xoserve
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RHZ)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/270521>

1. Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting and introduced Rebecca Hailes (Rha), Joint Office, as an observer at this meeting.

1.1. Approval of Minutes (22 April 2021)

The minutes from the previous meetings were agreed.

1.2. Approval of late papers

AR advised Workgroup that all material for Workgroup to consider were received within the timeline set.

1.3. Review Outstanding Actions

Action 0201: *Modifications with Ofgem:* ML to consider and update Workgroup with the more detail around the strategy for *Modification 0687 - Creation of new charge to recover Last Resort Supply Payments.*

Update: AR advised that the progression of Modification 0687 is still under discussion and will be considered during agenda item 1.4 Modifications with Ofgem. **Carried Forward**

Action 0305: *Submission of more reads into Central Systems - Xoserve (DA) to review the limits that are currently set in order to assess if the limit is still relevant; suitable and can be changed.*

Update: AR confirmed this action relates to agenda item 6.0. SM clarified the question asked was if an increase could be made to the existing arrangements.

Dave Addison (DA) provided the following update:

The UK Link System is set up to accept reads at certain frequencies and these specific values are not parameterised and could not be changed by simple substitution. DA advised, in his assessment, this would be a relatively small change providing the DSC Change Management Committee are happy with it and would look to be implemented during a minor update release within the Change Program. He further confirmed that the values in question are specified in Uniform Network Code and, therefore, a modification would need be raised.

System capability:

DA also noted that currently UK Link is rejecting approximately 500,000 reads in a month; during that time, it has processed 160million.

He asked Workgroup if they were aware of Domestic Suppliers installing their own validation within their own systems, as the rejections being processed each month are not insignificant. This matter will also be raised at the DSC Change Management Committee.

Action 0305 Closed

1.4. Modifications with Ofgem

Please see expected publication dates timetable, (link below), published by Ofgem. The table gives the expected decision date, or the date Ofgem intend to publish an impact assessment or consultation, for code modifications/proposals that are with Ofgem for decision. It also identifies the responsible Ofgem team.

<https://www.ofgem.gov.uk/publications-and-updates/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable>

1.5. Pre-Modification discussions

1.5.1. Adding Local Authorities to the DPM

Andy Clasper (AC) summarised the modification and advised the purpose of the modification is to amend the UNC Data Permissions Matrix (DPM) to add Local Authorities as a new User type. He advised that Cadent have been approached by several Local Authorities requesting information to assist them target net-zero carbon reduction strategies and provide visibility on what progress they are making against their goals.

AC advised the Local Authorities are asking for access to the following information:

- Business names/addresses.
- Customer type (commercial/industrial) their associated Standard Industrial Classification (SIC) code.
- Annual gas usage in kWh.
- Postcode level gas usage for all Users, (which would be aggregated).

DA advised that Xoserve do not provide a SIC code, AC clarified that the SIC code may be a level of detail that is not needed.

Guv Dosanjh confirmed a pre-modification discussion for this was also held at UNC Panel on 20 May 2021 and agreed that a Workgroup recommendation for a 2-month Workgroup should be made to the June UNC Panel.

AC confirmed the information required will be for Industrial & Commercial sites.

When asked, AC confirmed that an IGT equivalent modification would be required.

2. Workgroups

- 2.1. **0664V - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4**
(Due to report to Panel 20 May 2021)
<https://www.gasgovernance.co.uk/0664>
- 2.2. **0734S – Reporting Valid Confirmed Theft of Gas into Central Systems**
(Due to report to Panel 17 June 2021)
<https://www.gasgovernance.co.uk/0734>
- 2.3. **0746 - Clarificatory change to the AQ amendment process within TPD G2.3**
(Due to report to Panel 17 June 2021)
<https://www.gasgovernance.co.uk/0746>
- 2.4. **0749R - Increased DM SOQ Flexibility**
(Report to Panel 15 July 2021)
<https://www.gasgovernance.co.uk/0763>
- 2.5. **0763R - Review of Gas Meter By-Pass Arrangements**
(Report to Panel 21 October 2021)
<https://www.gasgovernance.co.uk/0763>
- 2.6. **0767 - Incorporation of AUGE Framework Document into the UNC main body**
(Report to Panel 18 November 2021)
<https://www.gasgovernance.co.uk/0763>

3. CSS Consequential Changes – Detailed Design Report

No update available for this meeting.

4. MAP ID's

ER advised there was a presentation published on the meeting page for the April Distribution Workgroup: <https://www.gasgovernance.co.uk/dist/220421>. The presentation advises that CDSP, as the party referred to in the Retail Energy Code as Gas Retail Data Agent, will be responsible in sending the CSS the MAP ID associated to a Supply Meter Point. To facilitate this, the CDSP have carried out a number of activities in relation to populating/maintaining MAP ID within the Supply Point Register, one such activity was the mass population of MAP ID, carried out under XRN4780-B (completed December 2020).

With the provision of this information, and the extra information contained in the presentation, Steve Mulinganie (SM) agreed this item could be closed and removed from future agendas.

5. Site Visits (Mod 425 Reports)

ER advised a communication has been issued advising there was an issue identified that caused the delay and confirmed a solution has been deployed. The Team within Xoserve are engaging with the Shippers impacted.

6. Submission of more reads into Central Systems

See the update to Action 0305.

7. Issues

None raised.

8. Any Other Business

8.1. User Representative Appointment Process

Helen Bennett (HB) highlighted that the deadline for organisations to update their Single Points of Contacts (SPoCs) is 11 June 2021. The next stage of the process will then be, by 01 July 2021, an invitation to nominate representatives for the various Committees and Panel.

8.2. Ratchet scenario update

ER provided an update and advised the Ratchet Scenario has been de-prioritised and confirmed there is not time criticality with the winter season that is approaching.

8.3. Issues

AR provided an update regarding a long outstanding issue relating to Distribution Workgroup.

He confirmed that Issue ISS0070 – Consequences of SPAA Change Proposal 0443, has been delivered as part of XRN4850. This issue will now be closed.

9. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time / Date	Venue	Workgroup Programme
Thursday 10:00 24 June 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 22 July 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 26 August 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 23 September 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 28 October 2021	Teleconference	Distribution Workgroup standard Agenda

Action Table (as of 27 May 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0201	25/02/21	1.4	Modifications with Ofgem: ML to consider and update Workgroup with the more detail around the strategy for <i>Modification 0687 - Creation of new charge to recover Last Resort Supply Payments.</i>	March April May 2021 June 2021	Ofgem (ML)	Carried Forward
0305	25/03/21	6.6	<i>Submission of more reads into Central Systems - Xoserve (DA) to review the limits that are currently set in order to assess if the limit is still relevant; suitable and can be changed.</i>	April May 2021	Xoserve (DA)	Closed

**UNC Workgroup 0664V Minutes
Transfer of Sites with Low Valid Meter Reading Submission
Performance from Classes 2 and 3 into Class 4**

Thursday 27 May 2021

via Teleconference

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RHa)	Joint Office (<i>Observer</i>)
Andy Clasper	(AC)	Cadent
Claire Manning	(CM)	E.ON Energy
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Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RHZ)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0664/270521>

The Final Modification Report 0664VV(S) is due to be presented at the UNC Modification Panel by 17 June 2021

1. Introduction and Status Review

Alan Raper (AR) welcomed all to the Workgroup.

1.1. Approval of Minutes (22 April 2021)

The minutes from the 22 April 2021 Workgroup meeting were approved.

1.2. Review of outstanding actions

Action 0401: Proposed, MJ to submit amended Modification to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

Update: This action has been completed. **Closed**

Action 0402: Legal Text provider, Cadent, to submit revised Legal Text to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

Update: This action has been completed. **Closed**

2. Review updated draft Varied Modification 0664VV

AR summarised the status of the variation to Modification 0664V and advised the variation request originally included:

- Addresses referring to Shipper and Supplier combination performance rather than just to Shipper performance,
- Solution for lock-out period withdrawn (Business Rule 13),
- Self-governance.

A further draft has been submitted which highlights the exclusion of any Supply Points that are subject to a NExA, as agreed at Workgroup in April 2021, this is included in draft Modification 0664VV v1.2 dated 17 May 2021.

AR confirmed this will require a variation to the variation. Should UNC Panel determine that it meets the self-governance criteria, the varied modification would become Modification 0664VVS.

3. Consideration of Revised Legal Text for 0664VV

Andy Clasper (AC) provided an overview of version 8.0 Legal Text dated 20 May 2021 which supports the draft version 1.2 of Modification 0664VV.

When Steve Mulinganie (SM) sought clarification of the wording chosen to support 5.17.1(e)(i)(B), 'the supplier was the supplier, AC advised that supplier is defined in Code as lower-case supplier. This statement is making sure that the supplier was the supplier for the period concerned, (and by logic, excluding instances where the supplier was not the supplier for the period in question).

Workgroup confirmed they are happy that the legal text supports the intent of the modification and AR advised that the Supplemental Report, that will accompany the Variation Request, would be updated accordingly for submission to the June 2021 UNC Panel.

4. Completion of Variation Request for June 2021 Panel Submission

AR confirmed he will work offline with the proposer, Mark Jones (MJ) to ensure the Variation Request is also submitted to the June 2021 UNC Panel where Panel will be asked to consider the overall materiality of the modification with a view to making it self-governance and consider the materiality of the Variation and whether a period of consultation is required for modification 664VV.

AR suggested that Workgroup recommend that Panel initiates a further short consultation, (of the order of 5 days) to ensure all aspects of the variation may be considered while ensuring the Final Modification Report could return to Panel promptly for a determination.

5. Next Steps

AR summarised that the Variation Request and the Supplemental Report would be presented to the June 2021 UNC Panel.

6. Any Other Business

None

7. Diary Planning

No further planned meetings.

Action Table (as of 27 May 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0401	22/04/21	2.0	Proposer, MJ to submit amended Modification to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).	Proposer, MJ	Closed	0401
0402	22/04/21	2.0	Legal Text provider, Cadent, to submit revised Legal Text to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA	Legal Text provider, Cadent	Closed	0402

UNC Workgroup 0734S Minutes
Reporting Valid Confirmed Theft of Gas into Central Systems
Thursday 27 May 2021
via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RHa)	Joint Office (<i>Observer</i>)
Andy Clasper	(AC)	Cadent
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DMi)	SGN
David Addison	(DA)	Xoserve
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
Fraser Mathieson	(FM)	SPAA/Electralink (<i>0734S Workgroup only</i>)
Guv Dosanjh	(GD)	Cadent
Kate Lancaster	(KL)	Xoserve
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RHZ)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0734/270521>

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 August 2021.

1.0 Introduction

Alan Raper (AR) welcomed all to the meeting.

1.1. Approval of Minutes

The minutes from 22 April 2021 were approved.

1.2. Approval of Late Papers

No late papers recorded.

1.3. Review of Outstanding Actions

Action 0202: DM to request that their lawyer have a provisional look at legal text to see how the new BR could apply to a consumption adjustment when no actual meter readings are available.

Update: DM confirmed there is no update to provide as the modification is not yet finalised. SM disputed this point and clarified the business rules are finalised but accepted it is not yet the right time for the Legal Text to be produced. **Carried Forward**

2.0 Consideration of amended Modification

Fraser Mathieson (FM) was invited to walk through the amendments made to the draft amended modification (v4.1 dated 20 May 2021):

Title

Title changed to incorporate the reporting of suspected theft to Suppliers.

Purpose of Modification:

The purpose of the modification remains the same.

Business Rules:

Minor amendments to provide further clarification to the Business Rules have been applied.

FM noted that key to the progression of the modification are the theft consumption volumes that are entered into the Settlement process, he highlighted that Xoserve could apply zero increment readings, and noted this could be an option to consider in order of the modification to progress. FM went on to note that circa 50-60% of confirmed theft cases will have meter readings available.

Withdrawal: FM advised that a confirmed theft where the Supplier ID is no longer valid that this would lead to a cancellation, although noted there are very limited number of instances of this scenario being recorded. In terms of context, SM advised of the 1200 to 1500 files that are being submitted less than 20 files are being withdrawn.

It was clarified that Suppliers are satisfied with zero-increment readings being used in the process.

DA advised that he would benefit from making sure the examples being provided are fully understood and that solution validation of applying the zero incrementing readings is required.

For the avoidance of doubt, SM suggested that if no read has been provided, Xoserve should apply a zero-incrementing reading.

FM noted that CDSP have a flag that tells them when there is a consumption to be included in settlement or not and asked if CDSP could check the meter read submission to see if there was an associated theft or a meter asset change.

SM highlighted this would operate as an exceptions process and that in the absence of a meter reading being provided, Xoserve should use a zero-increment reading.

To come to an understanding on the set of rules and solutions where meter readings can be provided and where zero-incremental readings will be used, there followed a lengthy discussion between Xoserve, SPAA and the Proposer where it was agreed, for the progression of the modification, an offline meeting would be held to resolve outstanding issues and ensure that SPAA and UNC processes align to ensure the resulting solution is efficient in the way that it deals with information flowing between codes. It is hoped that the outcome of these discussions can be shared and reviewed at Workgroup in June 2021.

New Action 0501: DA and FM and SM to agree a set of rules and solutions where meter readings can be provided and where zero incremental readings will be used.

DMi highlighted that Business Rule 5 uses the wording “consumption adjustment” and that this needs to consistent throughout the modification.

3.0 Issues and Questions from Panel

3.1. Workgroup to consider any potential cross-Code impacts and implementation timelines.

It was confirmed this is referenced in the amended modification.

4.0 Review of Business Rules

The review of the Business Rules was carried out as part of the review of the amendments made to the draft amended modification.

5.0 Consideration of Draft Legal Text

Legal text has not yet been provided. It was confirmed by the legal text provider, SGN, that once the Business Rules have been finalised, the legal text would be provided.

6.0 Development of Workgroup Report

AR confirmed that the review of the Workgroup Report could commence when the modification is finalised.

7.0 Next Steps

AR advised that once a solution where meter readings and zero incremental readings is finalised, Workgroup should then be able to progress the modification through to Workgroup Report stage and Legal Text can be requested.

8.0 Any Other Business

None.

9.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
Thursday 10:00 24 June 2021	Teleconference	Workgroup standard Agenda Review of Legal Text Development of Workgroup Report
Thursday 10:00 22 July 2021	Teleconference	Workgroup standard Agenda Final Review of Legal Text Completion of Workgroup Report

Action Table (as of 27 May 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0202	25/02/21	2.0 (BR5)	DM to request that their lawyer have a provisional look at legal text to see how the new BR could apply to a consumption adjustment when no actual meter readings are available.	March April June 2021	SGN (DM)	Carried Forward
0501	27/05/21	2.0	DA and FM and SM to agree a set of rules and solutions where meter readings can be provided and where zero incremental readings will be used.	June 2021	Proposer (SM) SPAA (FM) Xoserve (DA)	Pending

UNC Workgroup 0746 Minutes
Clarificatory change to the AQ amendment process within TPD G2.3
Thursday 27 May 2021
via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RHa)	Joint Office (<i>Observer</i>)
Andy Clasper	(AC)	Cadent
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Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RHZ)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0746/270521>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 June 2021.

1. Introduction and Status Review

Alan Raper (AR) welcomed all to the Workgroup.

1.1. Approval of Minutes (22 April 2021)

The minutes from the previous meeting were accepted.

1.2. Approval of Late Papers

AR advised Workgroup that all material for Workgroup to consider were received within the timeline set.

1.3. Review of Outstanding Actions

Action 0401: Proposer (SM) to provide the standard relevant objectives table.

Update: This has been provided. **Closed**

2. Amended Modification

AR showed on screen the recently amended Modification 0746 v5.0 dated 19 May 2021 and invited Steve Mulinganie (SM) to provide an overview of the changes.

SM highlighted he has incorporated the point made by Xoserve and confirmed the wording had been revised to clarify period during which the shipper would be required to revise the AQ.

Additionally, the modification had been amended to ensure that the coincidental interaction of the Seasonal Normal Demand review and the recalculation of the Formula Year AQ (FYAQ) is factored into the AQ reprocessing.

3. Review of Legal Text

Andy Clasper (AC) provided an overview of the Legal Text provided. V3.0 dated 21 May 2021 which supports Modification 0746 version 5.0. The Workgroup agreed the Legal Text delivers the intent of the modification.

4. Completion of Workgroup Report

AR confirmed that the Workgroup Report is due to be presented to the June 2021 UNC Panel meeting. AR confirmed the Workgroup Report has been updated as per v5.0 of the amended modification.

As part of the consideration and completion of the Workgroup Report, the following areas were discussed:

Richard Pomroy (RP) suggested, following consultation, the Final Modification Report should be accepted at short notice at the July 2021 UNC Panel.

Cross Code Impact

It was confirmed that an IGT UNC Modification does not need to be raised, however, the effect of implementation would trigger AQ amendments at qualifying Supply Points located on CSEPs.

A discussion was held with regard to UNC TPD Section S1.8: Invoice adjustment where it was questioned if any of the rules contained in the section are relevant and, in any event, would paragraph 27.6 in the legal text cover this point:

Capacity Charges payable by a relevant User in accordance with paragraph 27.4 shall be invoiced and payable in accordance with TPD Section S.

AR agreed to note these discussions in the Workgroup Report. Post meeting AR will circulate the wording around this area to ensure the correct wording has been used.

Action 0501: SM agreed to provide appropriate wording to cover Relevant Objective D.

Workgroup agreed suggested the following question for UNC Panel:

(In the context of when any additional revenue recovered would be returned to shippers through transportation charges)

Do Transporters have a view as to when the revenue would flow back to users Y or Y+1?

5. Next Steps

AR clarified:

- The completed Workgroup Report would be available on the Joint Office website.
- The finalised Workgroup Report will be presented to the June 2021 UNC Panel

6. Any Other Business

None raised.

7. Diary Planning

No further planned meetings

Action Table (as of 27 May 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	22/04/21	4.0	Proposer (SM) to provide the standard relevant objectives table	Proposer (SM)	Closed
0501	27/05/21	4.0	SM agreed to provide appropriate wording to cover Relevant Objective D	Proposer (SM)	Pending

**UNC Workgroup 0749R Minutes
Increased DM SOQ Flexibility
Thursday 27 May 2021
via Microsoft Teams**

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RHa)	Joint Office (<i>Observer</i>)
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Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RHZ)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: www.gasgovernance.co.uk/0749/270521

The Workgroup Report is due to be presented at the UNC Modification Panel by 15 July 2021.

1.0 Introduction and Status Review

Alan Raper (AR) welcomed all attendees to the meeting and provided the following update:

An informal Workshop was held on 14 May 2021 where three options were considered:

1. Change the mandatory AQ threshold for Class 1
2. Introduce a new Class – a hybrid in between Class 1 and 2
3. Daily Regime – access to an on the day booking arrangement for capacity / SOQ

Conclusions

As discussion progressed, it became clear that Options 1 and 2 would need to be merged as a viable service would need aspects of both options, although it did appear that a combined proposal would be moving in the direction desired by the proposer.

Option 3 sites excursions, on the day approvals could be quite resource intensive and this could be problematic, depending on numbers.

The intention was that the output from the Workshop could be taken forward into the development stage of the Review Group.

1.1. Approval of Minutes (29 March 2021)

Minutes approved.

1.2. Approval of Late Papers

None to approve.

1.3. Review of Outstanding Actions

No outstanding actions to review.

2.0 Development of Workgroup Report

Not discussed.

3.0 Next Steps

The comments from the informal Workshop have been passed back to the Proposer; this will be discussed further at the next Workgroup in June 2021.

4.0 Any Other Business

None raised.

5.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Workgroup meetings are planned to take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
10:00 Wednesday 24 June 2021	5pm 15 June 2021	Microsoft Teams	TBC

UNC Workgroup 0767 Agenda
Incorporation of AUGE Framework Document into the UNC main body

Thursday 27 May 2021

via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RHa)	Joint Office (<i>Observer</i>)
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Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve (<i>0767 Workgroup only</i>)
Gareth Evans	(GE)	Waters Wye Associates (<i>0767 Workgroup only</i>)
Guv Dosanjh	(GD)	Cadent
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Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RHZ)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0767/270521>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 November 2021.

1.0 Outline of Request

Gareth Evans (GE) was invited to provide an overview of the modification and explained the purpose is to incorporate the provisions of the Framework for the Appointment of an Allocation of Unidentified Gas Expert (“the Framework”) into the Uniform Network Code (UNC) main body and removing the subsidiary document.

David Morley (DMo) asked if moving the Framework into the UNC would affect its impartiality. GE provided a response and advised this will not affect the AUGE impartiality and further clarified there is currently no dispute resolution available in the existing process: no form of escalation route.

Alan Raper (AR) commented that the Framework for the Appointment of an Allocation of Unidentified Gas Expert (AUGE) and the obligation to appoint the AUGE to provide the AUG Statement is currently allocated to CDSP as a direct service. AR also suggested that moving the Framework into the UNC would does not change the process or move any of the obligations set out in the Code.

2.0 Initial Discussion

2.1. Issues and Questions from Panel

2.1.1. Consider whether the existing UNC appeals process is appropriate for use with this Modification.

It was confirmed that this is currently the Expert Determination process and that this process would be considered throughout the progression of Workgroup meetings which would further address this issue.

2.1.2. Consider whether this Modification is suitable for Self- Governance.

The output of the Workgroup meetings should provide information to allow this question from UNC Panel to be addressed.

2.1.3. Consider the potential effect of this Modification on the contractual relationship between the CDSP and the AUGE.

GE advised that the escalation route would change because of the implementation of this modification and advised that the *UNC – General Terms - Section A - Dispute Resolution* regime has not been reviewed for some time, however, it was noted that this applies to Code parties and that CDSP is not a Code party.

When GE asked if the arbitration process has ever been used, AR suggested it may have been used during a significant meter error many years ago.

It was highlighted that a determination mechanism to resolve disputes would be required and whether that is formed under General Terms Section A or the creation of a different mechanism is up for debate.

New Action 0501: GE to look at how General Terms - Section A - Dispute Resolution works, specifically Expert Determination paragraph 2.1.3 and compare with the Data Service Contract.

Rhys Kealley (RK) said there is a fundamental question which is how to ensure AUGE adheres to the Framework document. The regime should be designed to avoid disputes and he would rather develop a means of checking each year that the AUGE had adhered to the Framework.

DMo suggested an interrogation of what the initial design was should be incorporated into the Workgroup review; GE clarified that he was involved in the initial design, and he would assess this as part of an assessment of the current Code regime.

New Action 0502: GE to develop a rationale for the inclusion of an independent review body that would sit outside of the current framework.

2.2. Initial Representations

None received.

2.3. Terms of Reference

As matters have been referred from Panel a specific Terms of Reference will be published alongside the Modification at www.gasgovernance.co.uk/0767

3.0 Next Steps

AR clarified that Workgroup discussions around the resolution of the new actions captured today will form the agenda for the next meeting.

4.0 Any Other Business

None.

5.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Workgroup meetings will take place as follows:

Time / Date	Venue	Programme
10:00 Thursday 24 June 2021	Microsoft Teams	Standard agenda items
10:00 Thursday 22 July 2021	TBC	Standard agenda items
10:00 Thursday 26 August 2021	TBC	Standard agenda items
10:00 Thursday 23 September 2021	TBC	Standard agenda items
10:00 Thursday 28 October 2021	TBC	Standard agenda items

Action Table (as of 27 May 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0501	27/05/21	2.0	GE to look at how General Terms - Section A - Dispute Resolution works, specifically Expert Determination paragraph 2.1.3 and compare with the Data Service Contract.	June 2021	GE	Pending
0502	27/05/21	2.0	GE to develop a rationale for the inclusion of an independent review body that would sit outside of the current framework.	June 2021	GE	Pending

**UNC Workgroup 0763R Minutes
Review of Gas Meter By-Pass Arrangements
Thursday 27 May 2021
via Microsoft Teams**

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Rebecca Hailes	(RH _a)	Joint Office (<i>Observer</i>)
Andy Clasper	(AC)	Cadent
Claire Manning	(CM)	E.ON Energy
Claire Louise Roberts	(CLR)	ScottishPower
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM _i)	SGN
David Addison	(DA)	Xoserve
David Morley	(DM _o)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Kate Lancaster	(KL)	Xoserve
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Rhys Kealley	(RK)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Rowan Hazell	(RH _z)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/270521>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 October 2021.

1.0 Outline of Request

Dan Simons (DS) and Claire Louise Roberts (CLR) provided the following introduction to Request 0763R and advised that a risk was identified through the management of the Performance Assurance Committee Risk Register in relation to Meter By-Pass valves. The risk was related to Settlement accuracy in the event a by-pass was left in an open position, allowing gas to by-pass the meter.

An initial analysis was performed which highlighted some concerns to the PAC relating to the existing By-Pass arrangements as defined in Uniform Network Code (UNC), which has highlighted the following three areas should be the focus of the Review:

1. Are the existing Meter By-Pass arrangements as defined in the UNC fit for purpose?
2. Are the wider industry Meter By-Pass arrangements clear and fit for purpose?
3. Is the associated Meter By-Pass data recorded in industry systems accurate?

Process Overview

DS proceeded to provide an overview of the current process and the documents that relate to Meter By-Pass:

- A Meter By-Pass is a fitting through which the flow of gas can be diverted so as not to pass through the meter
- Typically, a Meter By-Pass is used to maintain a supply of gas should the meter fail, and/or to allow a meter to be replaced, recalibrated, checked or maintained without interruption to the gas supply
- The circumstances in which a Meter By-Pass would be fitted are limited to specific premises and situations and require the MAM to seek the written approval of both the Gas Supplier and Transporter prior to installation.
- Where a Meter By-Pass is installed, the Shipper is required to update UK Link 'as soon as reasonably practicable' via an ONJOB
- Where a Meter By-Pass is physically Open, the consumption on that site bypasses the meter and there will be no incrementing read
- Once the Meter By-Pass is closed, the MAM should ensure it is 'sealed' to prevent misuse
- The Shipper should then update UK Link within a set period and provide a consumption adjustment.

Industry requirements relating to Meter By-Passes are covered in the following documents:

- Uniform Network Code (UNC) Section M (2.3 and 2.4)
 - M2.3: Interference with meters and meter by-pass utilisation
 - M2.4: Meter By-Pass
- Energy Networks Association (ENA) GDN/PM/GT2
 - A by-pass should only be installed at the following types of premises:
 - Hospitals or hospices
 - Institutionalised accommodation (e.g. homes for the elderly, schools, and prisons)
 - Large or complex plant supporting continuous processes (e.g. agricultural, baking processes)
- Meter Asset Managers Code of Practice (MAMCoP) covers areas such as:
 - Provision of a Meter By-Pass
 - Gas Suppliers Approval
 - Gas Transporters Approval
 - Existent Meter By-Pass and Removal of Meter By-Passes
 - Sealing of By-Pass Valves and Equipment
 - Operation of a By-Pass
 - Actions to be Taken Should the Meter By-Pass Seal be Found Broken
 - Actions to be Taken Should the By-Pass be Found in the Open Position and no Notification has Been Made to the Gas Supplier
- SPAA covers the Retail Gas Metering Arrangements (RGMA)
 - While Meter By-Pass arrangements are not expressly covered under the Supply Point Administration Agreement (SPAA), the file formats (ONJOB / ONUPD) used to exchange data related to a Meter By-Pass installation or status updates are defined as part of the Retail Gas Metering Arrangements (RGMA).

Review Questions

Workgroup considered the following questions that are suggested the Review should seek to answer during the Workgroup meetings going forward:

1. Is installation of a Meter By-Pass being notified to the CDSP in a timely manner?

UNC currently states notification should be as soon as reasonably practicable. It was agreed that Xoserve would take an action to try to report this information:

New Action 0501: Q1 Review Question - Xoserve (DA/ER) to provide information to satisfy if installation of Meter By-Pass is being notified to CDSP in a timely manner. (What RGMA transactions received within a period and how timely were they).

- a. DA clarified that Review of Gas Metering Arrangements (RGMA) reports a meter effective date and receipt date.
2. Are changes in Meter By-Pass status (i.e. 'open' to 'closed') being notified to the CDSP within 2 Supply Point Systems Business Days as per the UNC requirement?
 - a. It was agreed that this is similar to question 1 and will be covered under the resolution of Action 0501.
 3. Following notification that a By-Pass has been closed, are subsequent consumption adjustments being notified to the CDSP within 15 Supply Point Systems Business Days as per the UNC requirement?
 - a. CDSP asked to provide information. CLR asked if the Consumption Adjustment get notified, DA advised there is no obligation to advise CDSP of a Consumption Adjustment.

New Action 0502: Q3 Review Question - DA to complete an assessment against the history of the by-pass and look to see if there has been a consumption adjustment.

4. Are MAMs seeking the appropriate permissions from the Transporter before a Meter By-Pass is installed?

New Action 0503: Q4 Review Question – Andy Clasper (AC) agreed to investigate if Transporters are getting requests for permissions from the MAMs.

5. Are Meter By-Passes being installed as intended; i.e. only in the type of premises detailed in GDN/PM/GT2 and the MAMCoP?
6. How is the existence of a Meter By-Pass notified during a switch / change of Shipper?
7. In what circumstances are Meter By-Pass removals processed in industry systems? I.e. is it only upon notification via ONJOB of a physical removal or are there other circumstances in which a by-pass is removed?
 - a. It was suggested that the actual By-Pass gets removed on meter exchanges but rarely is a removal processed as the sole purpose of the meter works.
8. What degree of confidence is there that Meter By-Passes that exist in industry systems with a status of 'closed' are correctly sealed to prevent misuse?
 - a. It was agreed this question may need to be re-worded.
9. Are the existing UNC governance arrangements for Meter By-Passes clear and fit for purpose?
10. Is the wider end to end process for Meter By-Passes clear and fit for purpose?
11. Is the existing Meter By-Pass data held in industry systems accurate? I.e. what degree of confidence do we have that the status of a Meter By-Pass has remained as declared?

In addition to the above, it was confirmed:

- Meter By-Pass information is reported at PAC every month in terms of how many by-passes are recorded as in an open or closed position.
- An age profile of the by-pass status would be beneficial.

Steve Mulinganie (SM) asked to not confuse twin stream installation with by-pass, also there can be metered by-passes. It was noted that in both cases they are metered and, hence, out of scope.

2.0 Initial Discussion

2.1. Issues and Questions from Panel

None raised.

2.2. Initial Representations

None received.

2.3. Terms of Reference

The standard UNC Request Terms of Reference will apply and is embedded within the Request.

3.0 Next Steps

AR confirmed that discussions at the next Workgroup will be based around the review questions discussed under agenda item 1.0.

4.0 Any Other Business

None.

5.0 Diary Planning

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Action Table (as of 27 May 2021)						
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0501	27/05/21	1.0	Q1 Review Question - Xoserve (DA/ER) to provide information to satisfy if installation of Meter By-Pass is being notified to CDSP in a timely manner. (What RGMA transactions received within a period of time and how timely were they).	June 2021	Xoserve (DA)	Pending
0502	27/05/21	1.0	Q3 Review Question - DA to complete an assessment against the history of the by-pass and look to see if there has been a consumption adjustment.	June 2021	Xoserve (DA)	Pending
0503	27/05/21	1.0	Q4 Review Question – Andy Clasper (AC) agreed to investigate if Transporters are getting requests for permissions from the MAM.	June 2021	Cadent (AC)	Pending